



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Senior Legal Secretary

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 7/29/05

**Summary:** Under limited supervision, performs legal secretarial and office work of moderate difficulty; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Formats, types, and completes letters, memoranda and various legal forms from original form, copy, rough draft, and dictating machine
- Prepares and files pleadings/documents with the appropriate court.
- Composes letters, routine court pleadings and various legal documents for review by Deputy Public Fiduciary and attorney.
- Prepares and files in final format routine pleadings and various legal documents for court filings.
- Opens and closes legal files.
- Conducts telephone conferences with clients, potential clients and answers legal questions pertaining to legal procedures.
- Provides disclosure information to attorneys.
- Processes and logs incoming documents/court pleadings. Follows up on cases to ensure movement.
- Contacts court personnel, law enforcement agencies and other agencies to assist clients and to obtain information.
- Conducts basic legal research as directed.
- Copies legal documents and miscellaneous documents.
- Mails correspondence and legal documents to appropriate parties.
- Maintains court calendar, hearing dates and files.
- Answers telephones, responds to questions, takes messages and transfers callers to appropriate parties.
- Exercises discretion in handling confidential matters.
- May supervise, train and assign work to other clerical staff.

### Knowledge and Skills:

- Knowledge of office practices and procedures.
- Knowledge of English grammar, spelling, arithmetic, punctuation and grammar with emphasis on written verbal and grammar skills.
- Knowledge of legal terminology and legal forms and ability to compose pleadings.
- Knowledge of civil, family and criminal law.
- Knowledge of Arizona Revised Statutes and Arizona Probate Code.
- Knowledge of public relations.
- Skill in taking accurate notes and taking and transcribing dictation.
- Skill in data collection through personal interviews.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Minimum Qualifications:

High School Diploma or G.E.D. AND three years of secretarial work, two years in legal work relative to civil, family and criminal law; AND demonstrated ability to key in information at 70 WPM transcription, 100 WPM should be demonstrated on a performance test.